

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally inform you that [Startup Name] will be closing its operations effective [closing date]. This decision was not made lightly, and after careful consideration, we believe it is the best course of action for all parties involved.

We want to take this opportunity to express our gratitude for your support during our journey. We value the connections we have made and the experiences we have shared.

In the coming weeks, we will be finalizing our outstanding commitments and ensuring a smooth transition for our clients and partners. Please rest assured that we will take all necessary steps to minimize any disruption.

If you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]
[Your Title]
[Startup Name]